

of the

LOYOLA WORKING WOMEN'S ASSOCIATION

ARTICLE I           Name

The name of this association will be:

"THE LOYOLA WORKING WOMEN'S ASSOCIATION"

ARTICLE II           Purpose

To promote the interests and the welfare of the salaried and wage earning women at Loyola by facilitating communication between them and the administration and other bodies, and by cooperating with similar associations of women in other institutions.

ARTICLE III          Membership

Full membership: all salaried and wage earning women (full-time and/or permanent part-time) shall be eligible for full membership in the Association.

ARTICLE IV          Meetings and Voting

1. There shall be six (6) regular meetings each year. The last meeting shall be the annual meeting and shall be held in the last two weeks of January.
2. Special meetings shall be called whenever and at whatever place the Executive Committee shall determine. And also whenever ten per cent (10%) of the full members shall make application in writing to the President, stating the purpose of the meeting, as well as the time and the place of such meeting.
3. Notice of a meeting shall state clearly the time and the place of such meeting, shall be signed by the secretary, and shall be delivered to each member not less than seven (7) nor more than fourteen (14) days before the meeting.
4. One fifth of the full members shall constitute a quorum.
5. A simple majority (i.e. more than half) of votes cast, a quorum being present, shall carry a motion.
6. Voting by proxy shall not be permitted.

ARTICLE V           Officers

1. The regular officers of the Association shall consist of:
  - a President
  - a vice-President
  - a Secretary-Treasurer
  - 2 members at large
2. The officers shall be elected for one (1) year, assuming office at the adjournment of the meeting at which they have been elected and shall continue in office until their successors are elected.
3. Elections shall be held at the annual meeting.
4. The officers shall perform the duties ordinarily pertaining to their respective offices.
5. At the annual elections, nominations from the floor can be made before the balloting.

ARTICLE VI          Executive Committee

1. The Executive Committee shall consist of the officers described in Article V section 1.
2. The Executive Committee shall have full power to administer the affairs of the association, including the appropriation of its funds, in accordance with the policies and the purposes of the Association, and will be expected to inform the membership of its actions at the next meeting.

ARTICLE VII         Finance

1. Membership dues shall be proposed by the Executive Committee for approval at the annual meeting.
2. When necessary, the Executive Committee may recommend voting for assessment.

ARTICLE VIII      Fiscal Year

The Fiscal Year of the Association shall be the period beginning on April 1 and ending on March 31.

ARTICLE IX      Amendments

1. Amendments to the constitution may be made at the annual meeting and at special meetings called in accordance with Article IV section 2.
2. Any proposed amendments to the constitution must be submitted in writing to the Executive Committee which must then distribute it among the membership.
3. Two thirds (2/3) of the votes cast shall secure adoption of the amendment.

ARTICLE X      By-laws

1. The Executive Committee or full members of the Association may submit to a general meeting for approval such by-laws as may be deemed necessary for the furtherance of the aims of the Association.
2. A simple majority (i.e. one more than half) of votes cast shall secure adoption of a by-law or changes therein.

ARTICLE XI      Rules of Procedure

1. The Chairman will not begin the meeting until a quorum is present.
2. The minutes of the last meeting will be distributed and accepted before further proceedings.
3. The Business of the Association may be conducted in two ways:
  - a) by a Committee or individual report to the membership. Questions and discussion may follow. No motion is necessary.
  - b) by a motion, duly seconded. Motions may be made in three ways. An executive motion will normally be included on the agenda. Written motions will be accepted up to 72 hours prior to a meeting. Motions from the floor may be made to place items on the agenda (under New Business) or to direct the Association upon items already on the agenda.
4. The Amendment of Motions. Motions may be amended from the floor. If the amendment is acceptable to the mover and seconder of the main motion, it will be incorporated into the main motion. If it is unacceptable to the mover and seconder of the main motion, the motion as amended will be put to the Association. If accepted, discussion of that item is complete unless additional amendments are made: if defeated, a second amendment may be put forward. Only one amendment may be under discussion at any one time. If no amendments are put forward, the main motion will be put to the membership.
5. Motions to Put the Questions. A motion to Put the Question may be moved at any stage of the discussion of a main motion or amendment to a main motion. Two persons may then speak in favour of continuing discussion and two may speak against continued debate. A time limit of one minute per speaker will be enforced. The Motion to Put the Question must then be immediately voted on.